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to AR 11-7
5 Jan 95

APPENDIX J
FOLLOW-UP REPORT FORMAT

LETTERHEAD

Office Symbol

Date

MEMORANDUM FOR: Commander, U.S. Army Engineer District,

SUBJECT: Audit Report No. _____ Follow-up Review of
the Architect-Engineer Responsibility Management Program

1. This is our report on the subject follow-up review. The review was made during _____ to follow up on Audit Report No. _____ dated _____. We examined documentation and interviewed key personnel to determine whether effective corrective actions had been taken to implement the previous recommendations to improve the Architect-Engineer Responsibility Management Program.

2. The follow-up review disclosed that management personnel have implemented all of the recommendations in the initial report. Therefore, no further actions are required.

I.M. AUDITOR
Chief, Internal Review
and Audit Compliance Office

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AUDIT REPORT NO. _____

FOLLOW-UP REVIEW OF THE ARCHITECT-ENGINEER
RESPONSIBILITY MANAGEMENT PROGRAM

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INTERNAL REVIEW OFFICE
U.S. ARMY ENGINEER DISTRICT, _____

FOLLOW-UP REVIEW OF THE ARCHITECT-ENGINEER
RESPONSIBILITY MANAGEMENT PROGRAM

Report No. _____

Date

SUMMARY

1. INTRODUCTION.

a. Objective. This paragraph should state the purpose of the review and identify the audit that follow-up is being performed on.

b. Scope. The scope paragraph shall tell the reader what the auditors did or did not do. It should also include the time period of the follow-up review.

2. OBSERVATIONS AND CONCLUSIONS. The report should contain an overall summary of corrective actions taken and the auditor's evaluation of the adequacy of such actions.

3. MANAGEMENT RESPONSE. A summary of the operating officials' responses to the conclusions cited in paragraph 2 should be included in the report.

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FINDING, RECOMMENDATIONS, MANAGEMENT COMMENTS

AND FOLLOW-UP RESULTS

A - ACCURACY OF REASON CODES

FINDING. Exact wording of Finding paragraph.

RECOMMENDATION A-1. Exact wording.

MANAGEMENT RESPONSE. Exact wording.

FOLLOW-UP RESULTS. Detailed statement of follow-up review actions, including testing procedures; determination of whether the corrective actions have been completed; and if so, evaluation of the effectiveness of such actions.

MANAGEMENT COMMENTS. Use when corrective actions have not been implemented; must contain new target date (if applicable).

INTERNAL REVIEW EVALUATION. Comments to correct misleading management statements, to answer points raised by management, to ensure that IR position is presented clearly, and any other explanations that are required (if applicable).

RECOMMENDATION A-2. Same as indicated for A-1.

The follow-up of several Findings, Recommendations, Management comments will result in alphabetically numbered (i.e. B, C, D...) enclosures prepared in the same format.